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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

August 31, 2011
8:00 a.m.

Present: Ralph R. Hensel, Richard L. Bertram, Leslie J. Borman, Todd M. Healy, and Joan A. Russell.

Also Present: Finance Director Susan M. Haag, County Board Chairperson Herbert J. Tennes, Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Deputy Finance Director Paul Labonte, Assistant Finance Director Rich Abbott, and Treasurer Janice Gettelman.

Chairman Hensel called the meeting to order and read the Affidavit of Posting.

MINUTES

Moved by Mr. Bertram, seconded by Mr. Healy to approve the Finance Committee minutes of July 27, 2011, as presented. Motion carried.

Moved by Mr. Bertram, seconded by Mr. Healy to approve the Finance Sub-Committee minutes of July 20, August 3, 10, and 24, 2011, as presented. Motion carried.

RESOLUTION - CLEAN SWEEP PROGRAM

Appearance: County Conservationist Paul Sebo

Moved by Ms. Russell, seconded by Mr. Bertram to approve the resolution authorizing the Planning & Parks Department, Land & Water Conservation Division, to apply for a Wisconsin Department of Agriculture, Trade and Consumer Protection 2012 Wisconsin Clean Sweep grant for "Temporary Collection", in the amount of \$26,000 for the collection of household hazardous waste, agricultural waste, and pharmaceutical drug collection, and forward to the County Board. Motion carried with Mr. Healy voting no.

HIGHWAY DEPARTMENT TRANSFER FOR PARK & RIDE

Appearance: Highway Commissioner Jon Edgren and Assistant Highway Commissioner Tom Wondra

Mr. Edgren reported the Transportation Committee has authorized the transfer \$425,000 into the Richfield Park & Ride Capital Project Fund. These funds are available due to savings from the County Road "Y" project.

Moved by Mr. Bertram, seconded by Mr. Healy to concur with the Transportation Committee's decision to approve the transfer of \$425,000 from the Highway County Roads and Bridges account to the Richfield Park & Ride Capital Project Fund, with any funds remaining after the completion to be returned to the County Roads and Bridges Fund. Motion carried.

1 RESOLUTION - 2012 PRE-FAIR EXPENSES

2 Ms. Haag stated the Agriculture and Industrial Society (AIS) is requesting approval of the
3 resolution authorizing up to \$250,000 in pre-fair expenses for the 2012 County Fair at this time in
4 order to have the assurance the funds will be available. AIS would like to book the 2012
5 entertainment prior to October in order to obtain favorable rates.

6
7 Moved by Ms. Russell, seconded by Mr. Borman to approve the resolution authorizing an advance
8 from the general fund, in an amount not to exceed \$250,000, to AIS for pre-fair expenses for the
9 2012 Washington County Fair, and forward to the County Board. Motion failed with Mr. Hensel,
10 Mr. Bertram, and Mr. Healy voting no.

11
12 Mr. Hensel, Mr. Bertram, and Mr. Healy stated that prior to approving the resolution, they would
13 like to review the financial statements for the 2011 County Fair, which are not yet available. The
14 Committee requested this resolution be placed on the September 13, 2011, County Board agenda
15 and hold a special Finance Committee meeting at 7:30 a.m. on September 13 to review the AIS
16 2011 County Fair expenses and revenues and reconsider the resolution.

**17
18 OUT-OF-STATE TRAVEL REQUEST - MEDICAL EXAMINER**

19 *Appearance: Medical Examiner Kelly McAndrews*

20
21 Moved by Mr. Borman, seconded by Mr. Healy to approve the out-of-state travel for one staff
22 member of the Medical Examiner's Office to attend the Homicide and Suicide Investigative
23 Techniques conference in Washington, DC on September 19-23, 2011 at no direct cost to
24 Washington County. Motion carried.

25

26 RESOLUTION - BROWNFIELD GRANT APPLICATION

27 Mr. Johnson presented a draft resolution authorizing the preparation of a grant application to the
28 U.S. Environmental Protection Agency (U.S. EPA) for assessment, cleanup, and redevelopment of
29 Brownfield properties. The assessment grants require no matching funds, and will provide up to
30 \$400,000 in funding to an individual applicant. Economic Development of Washington County
31 (EDWC) would administer the program.

32

33 Moved by Mr. Healy, seconded by Mr. Borman to approve the resolution authorizing the
34 preparation of a grant application for submittal to the U.S. EPA on the County's behalf, in the
35 amount of not more than \$400,000 for the U.S. EPA Brownfield Program, and forward to the
36 County Board. Motion carried.

37

**38 INFORMATION ON HOW 2012 WAGE RATES WERE ADDRESSED IN BUDGET
39 PREPARATION GUIDELINES**

40 Mr. Johnson reviewed the procedure for establishing wage rates in the preparation of the 2012
41 Washington County budgets for departments. He stated the departments were provided budget
42 figures which includes a two percent cost of living increase for most employees not covered by a
43 current bargaining agreement. This cost of living adjustment is used for budgeting purposes only
44 and does not constitute an automatic authorization. It has been the practice of Washington County
45 to prepare department budgets with an estimated cost of living adjustment and then have the
46 Administrative Services Committee and full County Board vote on that adjustment.

47

1 **QUARTERLY INVESTMENT REPORT**

2 Ms. Gettelman presented and reviewed the second quarter, 2011 investment report, and the 2011
3 interest on investments report. Moved by Mr. Bertram, seconded by Ms. Russell to accept the
4 reports. Motion carried.

5
6 **UNINSURED BANK DEPOSITS/UNCOLLATERALIZED DEPOSITS**

7 Ms. Gettelman stated that within the comments of the 2010 County's audit, it was noted that a
8 significant portion of our deposits are uninsured and uncollateralized and she is requesting this
9 Committee provide direction on these funds. If we collateralize all of these funds, our interest rate
10 will be approximately half of what we are currently receiving. The Committee discussed the
11 current investment strategy and Ms. Gettelman was commended on her diversification of the
12 County's funds. It was recommended Ms. Gettelman utilize the increase in the FDIC amounts and
13 move some of the uncollateralized money into FDIC accounts by increasing the funds in
14 government agencies and Certificates of Deposits.

15
16 **UPDATE INVESTMENT POLICY**

17 Ms. Gettelman distributed a draft of the Washington County investment policy with proposed
18 changes.

19
20 Moved by Mr. Bertram, seconded by Mr. Borman to accept changes in the investment policy as
21 presented. Motion carried with Mr. Healy abstaining.

22
23 **RECOMMENDATION ON WCA 2011 CONFERENCE RESOLUTION 8**

24 Moved by Ms. Russell, seconded by Mr. Healy to recommend Chairperson Tennes vote to support
25 Wisconsin Counties Association Resolution 8, which opposes a decrease in delinquent property tax
26 interest rates. Motion carried.

27
28 **RESOLUTION FOR GENERAL FUND TRANSFER FOR UNEMPLOYMENT**
29 **ASSESSMENT**

30 Moved by Mr. Bertram, seconded by Mr. Healy to approve the resolution authorizing the transfer
31 from the General Fund for the special assessment unemployment insurance, and forward to the
32 County Board. Motion carried.

33
34 Mr. Hensel recessed the meeting at 10:17 a.m. and reconvened at 10:24 a.m.

35
36 **SALES TAX REPORT**

37 The total received in August for sales tax earned in June was \$734,812.61, for a 2011 total of
38 \$4,224,831.85, net of Cabela's. Moved by Mr. Healy, seconded by Mr. Bertram to accept the sales
39 tax report as presented. Motion carried.

40
41 **DISCUSSION AND RECOMMENDATIONS ON TAX DEED PROPERTIES**

42 Ms. Nass reviewed the County's role in the tax deed property process and stated we need to review
43 the risks and benefits on a case by case basis to determine if taking of deeds for these delinquent
44 properties is in the best interest of the County. It was noted that if the County does not take the
45 deed to delinquent parcels, statutes require the taxing entities will still receive their portion of taxes
46 that are due, with the exception of special assessments. In addition, taxes, interest, and penalties
47 will continue to accrue on these parcels. It was agreed the County should work with the

1 municipalities early in the tax deed process to review the parcels and if warranted, request a
2 reassessment of the value of the parcels.

3
4 **T1-0930-00Z - Town of Addison**

5 This is a small parcel approximately .21 acres, on State Highway 33 in the Town of Addison.
6 Previously, there was a restaurant that burned down sometime between two and four years ago. Ms.
7 Nass stated there are no signs of environmental problems on the parcel, but it was noted there is a
8 leaking underground storage tank site approximately 70 feet from the edge of the property in the
9 WISDOT right-of-way. Ms. Nass recommends taking the deed to this parcel. The Committee
10 requested Ms. Nass research this parcel to try to determine when it was last listed for sale and what
11 the sale price had been. This parcel will be brought back to this Committee at a future date for
12 consideration on disposition.

13
14 **T1-0681-00Y - Town of Addison**

15 This parcel is approximately 12.76 acres in size and has a residence that was constructed in 1994. It
16 is believed the owner may occupy the home; however, the inside of the residence may not be
17 completely finished. There are numerous outstanding tax warrants against the owner of the
18 property, which would not be the responsibility of Washington County if we take the deed.

19
20 Moved by Mr. Healy, seconded by Mr. Borman to authorize the County Attorney to take the deed to
21 parcel T1-0681-00Y in the Town of Addison. Motion carried.

22
23 **T4-0712-002 - Town of Farmington**

24 This parcel is a condominium unit, which does not have a building on it at this time. The
25 Committee requested Ms. Nass research the deed and former sales listing, as well as research prices
26 for similar units that have been sold within the development and bring this information back to a
27 future meeting for consideration and disposition.

28
29 **T13-0131-300 - Town of West Bend**

30 This is a small strip of land adjacent to the right-of-way along the south side of State Highway 33,
31 just west of State Highway 144. The adjacent parcels are being farmed and the Committee
32 discussed the possibility that the owners of the adjacent parcels may be interested in purchasing this
33 parcel.

34
35 Moved by Mr. Healy, seconded by Mr. Bertram to authorize the County Attorney to take the deed
36 to parcel T13-0131-300 in the Town of West Bend. Motion carried.

37
38 **T4-0339-00C - Town of Farmington**

39 The Committee reviewed the pictures of this parcel and Ms. Nass recommends this parcel be
40 included the next time we offer tax deed parcels for sale. The Committee will determine the
41 minimum bid amount at a future meeting.

42
43 **V5-0032-00A - Village of Slinger**

44 The Committee discussed the concerns with this parcel and will make a recommendation for
45 disposition at a future meeting.

46
47

1 **NEXT MEETING DATES**

2 The Finance Sub-Committee will tentatively meet on September 7, 14, and 21, 2011. The Finance
3 Committee will tentatively meet on Tuesday, September 13, 2011, at 7:30 a.m., and Wednesday,
4 September 28, 2011, at 8:00 a.m. Budget hearings will begin on Thursday, September 29, 2011, at
5 8:00 a.m. and continue through Wednesday, October 5, 2011.

6

7 **FINANCIAL APPROVAL REPORT #20**

8 Moved by Mr. Bertram, seconded by Ms. Russell to approve early release and presentation to the
9 County Board, Financial Approval Report #20 in the amount of \$38,004,289.21. Motion carried.

10

11 **VOUCHERS**

12 Moved by Mr. Healy, seconded by Mr. Bertram to approve the following:

13 Miscellaneous vouchers in the amount of \$17,737.18.

14 WiSACWIS vouchers in the amount of \$1,969.00.

15 General Accounts Payable vouchers in the amount of \$521,856.26.

16 Motion carried.

17

18 **ADJOURNMENT**

19 Moved by Mr. Bertram, seconded by Mr. Healy to adjourn at 11:47 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk